**APA Format Including Title Page with Running Head**

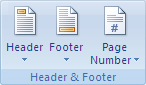
Your assignment should be typed, double-spaced on standard-sized paper (8.5" x 11") with 1" margins on all sides. You should use 10-12 pt. Times New Roman font or a similar font. Include a **page header** at the top of every page.

**Building the Running Head and Page Number of the Title Page**

* Your title page should contain a running head that is flush left at the top of the page, and a page number that is flush right at the top of the page. To create the running head line in Microsoft Office Word 2007:

1. Click on the **Insert** tab at the top of the tool bar.

2. Click on the **Header** icon in the **Header & Footer** group located approximately in the middle of the tool bar.



3. Click on the *Blank* header with the words “type text” flush with the left margin, then, type

Running Head:

Follow the colon with a short title of your paper typed in ALL CAPS. (See example on next page.)

4. In the same line as the running head, position the cursor flush with the right margin. **Note**   You may need to press the TAB key, adjust paragraph alignment, or make other changes to the header or footer content to position the cursor flush right.

5. In the **Header & Footer** group, click **Page Number**.

6. On the drop down menu, click **Current Position**.

7. Choose the page number design from the gallery of designs entitled *Plain Number*. **Note**   If you don't see a gallery of page number designs, there might be a problem with the Building Blocks template on your computer. See [I don't see galleries of page numbers, headers and footers, cover pages, or equations](ms-help://MS.WINWORD.12.1033/WINWORD/content/HA10203346.htm) for information about how to fix this problem.

**Please note that on the title page, your page header should look like this:**

Running head: TITLE OF YOUR PAPER

**Pages after the title page** should have a running head with the words *Running Head* deleted, like this:

TITLE OF YOUR PAPER

**Body of Title Page**

* The body of your title page should include the following ;
  + The full title of your paper. Type your **title** in upper and lowercase letters centered in the upper half of the page. APA recommends that your title be no more than 12 words in length and that it should not contain abbreviations or words that serve no purpose. Your title may take up one or two lines. All text on the title page, and throughout your paper, should be double-spaced.
  + Your name. Beneath the title, type the **author's name**: first name, middle initial(s), and last name. Do not use titles (Dr.) or degrees (Ph.D.).
  + Your institutional affiliation (Wilkes University).

About half way down the page, type the title of your paper, your name, and Wilkes University pressing “enter” after each one. (Check your professors’ formatting requirements. Some may also require you to add the date, the course name, and the professor’s name below this information.)

**Linking Title and Reference Pages to the Body of the Paper**

If your title page (cover page) and reference pages are not already part of the file that contains the text of your paper, you need to copy and paste them into the file. Use the Copy and Paste commands to create one consecutive file with your title page, body of the paper, and reference page. You could also “insert file.” (If needed, insert page breaks to separate the title and the reference pages from the body of the paper. Place the cursor where the page breaks are needed, and hit the “Ctrl” and “Enter” keys.)

**Need Additional Details?**

Consult the *Publication Manual of the American Psychological Association, 6th Edition*.

Running head: INDIVIDUAL DIFFERENCES IN BIMODAL PROCESSING 1

Individual Differences in

Bimodal Processing and Text Recall

I. R. Dunn

Wilkes University

**In-Text Citations: The Basics**

**APA Citation Basics**

When using APA format, follow the author-date method of in-text citation. This means that the author's last name and the year of publication for the source should appear in the text, E.g., (Jones, 1998), and a complete reference should appear in the reference list at the end of the paper.

If you are referring to an idea from another work but **NOT** directly quoting the material, or making reference to an entire book, article or other work, you only have to make reference to the author and year of publication in your in-text reference.

**In-Text Citation Capitalization, Quotes, and Italics/Underlining**

* Always capitalize proper nouns, including author names and initials: D. Jones.
* If you refer to the title of a source within your paper, capitalize all words that are four letters long or greater within the title of a source: *Permanence and Change*. Exceptions apply to short words that are verbs, nouns, pronouns, adjectives, and adverbs: *Writing New Media*, *There Is Nothing Left to Lose*.

(**Note:** in your References list, only the first word of a title and proper nouns (names of persons, places, or things) will be capitalized: Writing new media.)

* When capitalizing titles, capitalize both words in a hyphenated compound word: *Natural-Born Cyborgs*.
* Capitalize the first word after a dash or colon: "Defining Film Rhetoric: The Case of Hitchcock's *Vertigo*."
* Italicize or underline the titles of longer works such as books, edited collections, movies, television series, documentaries, or albums: *The Closing of the American Mind*; *The Wizard of Oz*; *Friends*.
* Put quotation marks around the titles of shorter works such as journal articles, articles from edited collections, television series episodes, and song titles: "Multimedia Narration: Constructing Possible Worlds"; "The One Where Chandler Can't Cry."

**Short Quotations**

If you are directly quoting from a work, you will need to include the author, year of publication, and the page number for the reference (preceded by "p."). Introduce the quotation with a signal phrase that includes the author's last name followed by the date of publication in parentheses.

According to Jones (1998), "Students often had difficulty using APA style, especially when it was their first time" (p. 199).   
  
Jones (1998) found "students often had difficulty using APA style" (p. 199); what implications does this have for teachers?

If the author is not named in a signal phrase, place the author's last name, the year of publication, and the page number in parentheses after the quotation.

She stated, "Students often had difficulty using APA style" (Jones, 1998, p. 199), but she did not offer an explanation as to why.

**Long Quotations**

Place direct quotations longer than 40 words in a free-standing block of typewritten lines, and omit quotation marks. Start the quotation on a new line, indented five spaces from the left margin. Type the entire quotation on the new margin, and indent the first line of any subsequent paragraph within the quotation five spaces from the new margin. Maintain double-spacing throughout. The parenthetical citation should come after the closing punctuation mark.

Jones's (1998) study found the following:

Students often had difficulty using APA style, especially when it was their first time citing sources. This difficulty could be attributed to the fact that many students failed to purchase a style manual or to ask their teacher for help. (p. 199)

**Summary or Paraphrase**

If you are paraphrasing an idea from another work, you only have to make reference to the author and year of publication in your in-text reference, but APA guidelines encourage you to also provide the page number (although it is not required.)

According to Jones (1998), APA style is a difficult citation format for first-time learners.  
APA style is a difficult citation format for first-time learners (Jones, 1998, p. 199).

Please use the example at the bottom of this page to cite the Purdue OWL in APA. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:** This resource, revised according to the 6th edition of the APA manual, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, 6th edition, second printing. Reference citations in text are covered on pages 169-179 of the Publication Manual.

APA style requires authors to use the past tense or present perfect tense when using signal phrases to describe earlier research. E.g., Jones (1998) **found** or Jones (1998) **has found**...

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<http://owl.english.purdue.edu>

